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ABSTRACT

This independent study workbook is intended to acquaint students of the nursing and allied health professions with the use of Douglas Library of the Chicago State University and to introduce a search strategy for gathering information for research papers. Consisting of nine instructional chapters, the workbook provides information on the card catalog, the Library of Congress Classification system, how to find books, encyclopedias, biographical sources, periodical indexes and the serials holdings list, news indexes, government documents, and quick answer sources. A concluding chapter discusses term paper research strategy, and nine multiple choice answer assignments are attached. (RAA)

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Student's Name _____

Instructor _____

Date _____

LIBRARY RESEARCH MANUAL:
The Health Sciences

prepared by Emily Montez Bryson
edited by Roland Dale

Paul & Emily Douglas Library
The College of Allied Health
The College of Nursing

ChicagoStateUniversity
1981

IR010219

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INTRODUCTION

This Workbook has been prepared for the introductory courses in Health and Nursing. Completion of the workbook assignments are a requirement of these courses. The purposes of the workbook are:

1. to acquaint you with basic information resources in the Douglas Library, and
2. to introduce you to a search strategy useful in gathering materials for research papers.

It is not designed to teach you everything you will ever need to know about doing library research in the fields of the health sciences; however, it will provide you with basic library skills throughout your studies in Allied Health and Nursing at Chicago State University.

The framework for this workbook has been provided by workbooks prepared by Miriam Dudley at UCLA, Carla Stoffle at the University of Wisconsin-Parkside, Eileen Dubin at Northern Illinois University, and the librarians at DePaul University. I would like to acknowledge the generosity of these authors in sharing their workbooks with me and allowing me the freedom to adapt the contents to our needs.

An acknowledgement of gratitude must be made to the University Foundation, Chicago State University; to its Executive Director, Dr. Stanley J. McConner, for the strong support given this project by the Foundation; as well as a hearty thanks to the Graphics Department of Chicago State University for the outstanding artistic design of the manual.

The continued encouragement and support received from Dr. Anderson J. Ward, Dean of the College of Allied Health, and from Dr. W. Patrick Leonard, Dean of Library & Learning Resources, Chicago State University, has been most appreciated. The research manual is proof of what can be accomplished by the university and the library when faculty and librarians work together.

Emily Montez Bryson
Chicago State University
1981

DIRECTIONS

1. Your instructor will tell you when to begin the workbook and the date on which assignments 1 through 9 are to be completed.

2. The workbook is designed for use at Douglas Library. Read each chapter and then do the corresponding assignment in the back of the workbook by circling the letter of the correct answer for each question. If you have any difficulty completing an assignment, reread the corresponding chapter carefully. If you need further guidance or have any other difficulties, ask for help at the Reference Desk or seek assistance from the Bibliographic Instruction Librarian, during posted office hours.

3. On the date assignments 1 through 9 are due your instructor will collect them in class and they will be graded by the library. You will keep your workbook because you will be able to use the information contained in it throughout your college career.

4. Because mastery of the material in the workbook is necessary for efficient library use, a very high standard is required for a pass (32 questions out of 34 must be answered correctly.) If you do not receive a passing grade on the workbook assignments, you will receive an additional assignment which when correctly completed will change the grade to pass. You will not receive a grade for Introduction to Allied Health or Nursing until the workbook assignments have been completed successfully.

Chapter 1

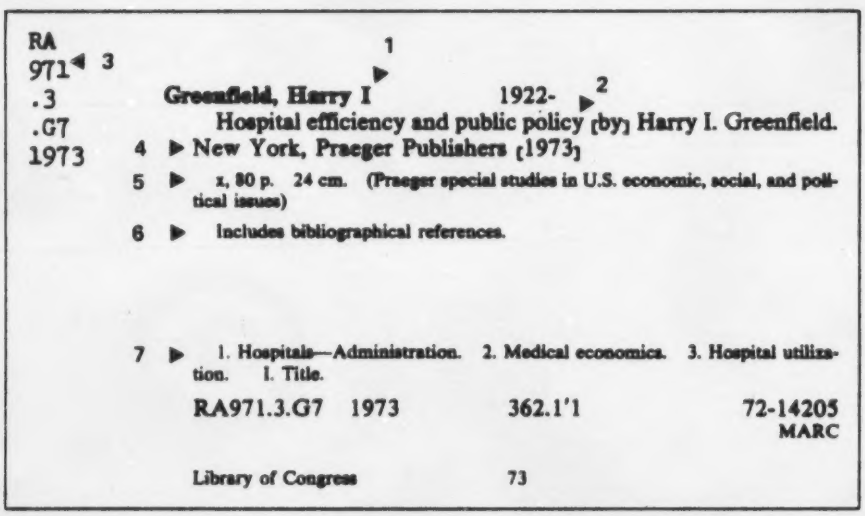
THE CARD CATALOG

Chapter 1
THE CARD CATALOG

Think of the card catalog as the index to the books in Douglas Library. The card catalog contains cards which describe the books owned by the Library, with the call number by which the books are arranged on the shelves. The card catalog is located on the main floor of Douglas Library. It is a divided catalog; this means that the author and the title cards are filed together and the subject cards are filed separately.

The Author/Title Catalog

The author/title catalog contains cards which list, in alphabetical order, the author and/or title of books available in the library. The author may be a person or persons, an association, a corporation, a government bureau, or even a city, state, or country.



RA
971 3
.3
.G7
1973

1
Greenfield, Harry I 1922- 2
Hospital efficiency and public policy [by] Harry I. Greenfield.
4 New York, Praeger Publishers [1973]
5 x, 80 p. 24 cm. (Praeger special studies in U.S. economic, social, and political issues)
6 Includes bibliographical references.

7 1. Hospitals—Administration. 2. Medical economics. 3. Hospital utilization. I. Title.

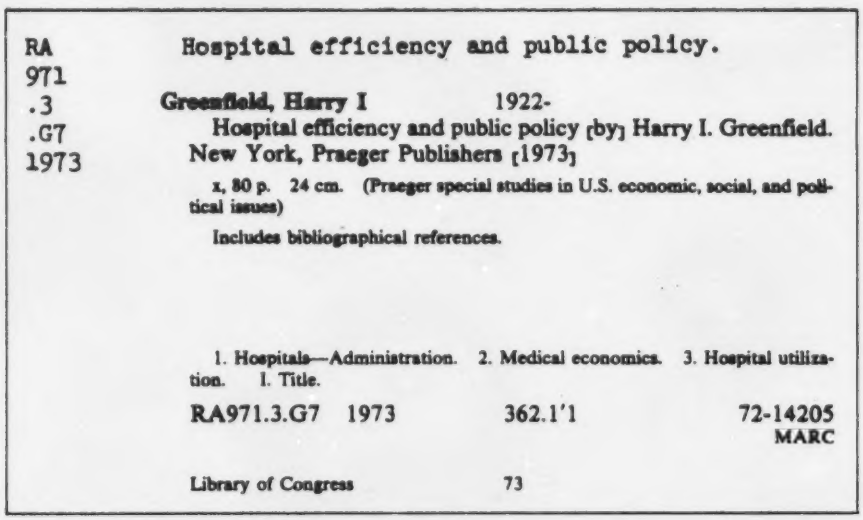
RA971.3.G7 1973 362.1'1 72-14205
MARC

Library of Congress 73

1 The author of the book
2 The title of the book appears on the line below the author
3 The call number tells you where the item is located in the library
4 Publishing information lists the place of publication, the publisher and the date of publication
5 The collation gives the number of pages in the book and its size in centimeters
6 Notes give the useful information such as the existence of bibliographies or a listing of the contents of the book
7 Words or phrases at the bottom of the card (preceded by Arabic Numerals) are subject headings. These tell you the topics in the subject catalog under which the book is listed. The subject heading can help you find other books on the same subject.

If you do not know the author of a book or you cannot find the author in the author/title section of the card catalog, you still can determine if the library owns the item you want by looking for the title. The author/title catalog contains cards with the title printed at the top of the card (Note the sample title card below).

The title cards are interfiled alphabetically with the author cards. Remember that beginning articles, like "a", "an", and "the", are ignored. Always look for the first significant word in the title of a book when you are checking the title catalog.



RA
971
.3
.G7
1973

Hospital efficiency and public policy.

Greenfield, Harry I 1922-
Hospital efficiency and public policy [by] Harry I. Greenfield.
New York, Praeger Publishers [1973]
x, 80 p. 24 cm. (Praeger special studies in U.S. economic, social, and political issues)
Includes bibliographical references.

1. Hospitals—Administration. 2. Medical economics. 3. Hospital utilization. I. Title.

RA971.3.G7 1973 362.1'1 72-14205
MARC

Library of Congress 73

Notice that this card is the same as the author card except that the title is printed at the top The card is filed under "Hospital" for the first word of the title.

Subject Catalog

The subject catalog serves as a subject index to materials in the library's collection. At the top of a subject card there is a subject heading which expresses the major topic (or theme) of the book. There is one subject card for each word or phrase preceded by an arabic numeral at the bottom of the card. There are three subject headings for the book by Greenfield: 1) Hospitals-Administration; 2) Medical Economics; and 3) Hospital Utilization. The example on the next page shows only one of the subject headings: Hospital Utilization.

Subject cards are filed alphabetically in the subject card catalog. A subject heading may be subdivided into narrower topic areas which again are arranged alphabetically.

RA
971
.3
.G7
1973

Hospital utilization.

Greenfield, Harry I 1922-
Hospital efficiency and public policy [by] Harry I. Greenfield. New York, Praeger Publishers [1973]

x, 80 p. 24 cm. (Praeger special studies in U.S. economic, social, and political issues)

Includes bibliographical references.

1. Hospitals—Administration. 2. Medical economics. 3. Hospital utilization. I. Title.

RA971.3.G7 1973 362.1'1 72-14205
MARC

Library of Congress 73

This is the order in which subject headings would be filed in the subject catalog:

HOSPITALS
HOSPITALS
HOSPITALS - OUTPATIENT SERVICES
HOSPITALS - PARKING FACILITIES
HOSPITALS - PATIENTS
HOSPITALS - PERSONNEL MANAGEMENT

Cards with identical subject headings are arranged alphabetically by author.

Any book in the library's collection could be listed under several subject headings or may be related to other subjects. *The Library Of Congress Subject Headings* list the headings as they are used in the subject catalog and suggest related subject headings which could help you find additional material on your topic. The *Library Of Congress Subject Headings* volumes are kept at the Reference Desk.

Remember that not all subject headings which are included in the *Library Of Congress Subject Headings* are in the Douglas catalog because the library does not have books on every subject. When you learn to use this subject approach, you will be able to find materials a library owns on any specific subject in any library.

The samples on the next page should help you understand how to use the *Library Of Congress Subject Headings*.

Hospitals *(Indirect)* *(RA960-996)* ◄
(Continued)
— Nursing units
See Hospital wards
— Obstetric services
See Hospitals, Gynecologic and obstetric
— Operating costs
See Hospitals—Cost of operation
— Ophthalmic services
See Hospitals, Ophthalmic and aural
— Otolaryngological services
See Hospitals, Ophthalmic and aural
— Outpatient services *(RA974)*
sa Hospitals—Home care programs ◄
Medical emergencies
Surgery, Outpatient
subdivision Outpatient services *under specific types of hospitals, e.g.*
Psychiatric hospitals—Outpatient services; *also subdivision*
Hospitals—Outpatient services *under names of cities*
x Hospital-based ambulatory care
Hospitals—Ambulatory care
Outpatient services in hospitals
xx Ambulatory medical care
— Parking facilities
xx Automobile parking
— Patients
See Hospital patients
— Personnel management
x Hospital personnel administration ◄
xx Hospitals—Staff ◄
Example under Personnel management
— Pharmaceutical services
See Hospital pharmacies
— Pharmacy departments
See Hospital pharmacies
— Planning *(Indirect)*
— — Law and legislation *(Indirect)*
— Psychiatric services
See Psychiatric hospitals
— Psychological aspects *(RA965.3)*
xx Medicine and psychology
— Purchasing *(RA971.33)* ◄
sa Hospitals—Furniture, equipment, etc.
x Hospital purchasing
xx Hospitals—Furniture, equipment, etc.
Hospitals—Materials management
Purchasing
— Radiological services
sa Diagnosis, Radioscopic
Radiotherapy
x Radiological services in hospitals

Hospitals-Ambulatory Care
See Hospitals-Outpatient Care

Step 1:
Look up a word or pharse as it occurs to you. If it is printed in light type, look for the the "see" reference on the next line and turn to that page. If the word is printed in bold-face type, go to Step 2.

Step 2:
Note the subject heading as it will appear in the subject catalog (printed in bold-face type).

Step 3:
"sa" means "see also" and refers to *more specific* and *related* subjects which could give you more information.

Step 4:
"X" indicates terms *not used* in the subject catalog.

Step 5:
"XX" gives *more general* subjects which could give you more information or have a chapter on your topic.

Step 6:
Subdivisions give a breakdown of the broad subject, "Hospitals".

Personal names and place names are also used as subject headings in the card catalog, but are not listed in the *Library Of Congress Subject Headings.*

Chapter 2

THE LCS SYSTEM

Chapter 2
THE LCS SYSTEM

The card catalog is no longer the only means which can be used to determine whether Douglas Library has a specific book of other item. LCS is an on-line circulation system which also enables library users to locate materials by author and/or title.

The LCS System makes it possible to locate and obtain materials from sixteen other academic libraries in Illinois. The LCS System greatly extends the number of library materials accessible to students.

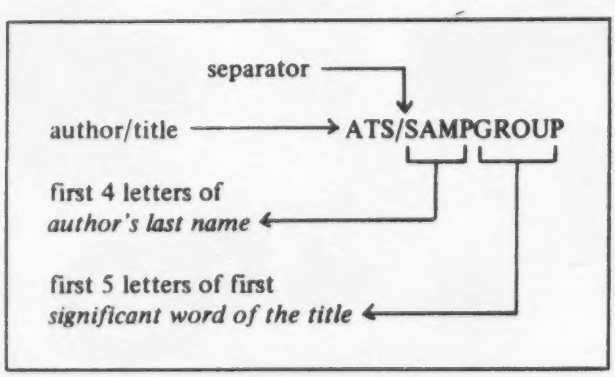
Public LCS terminals are located at the Circulation Desk, and at the Reference Desk. There is also one beside the Current Newspaper Section in the Reference Department. It takes only a few minutes to do the most common LCS searches: the author/title and the title search.

Finding Douglas Materials on LCS

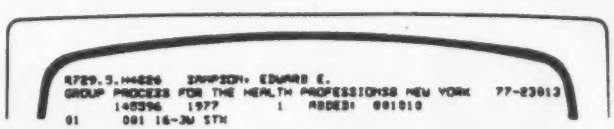
1. The author/title search (ATS) is the preferred search when both author/title are known. To do an author/title search, type the command ATS/ and build a search code consisting of the first four letters of the author's last name and the first five letters of the first significant word in the title.

To find:
Group Process For the Health Professions
by Edward Sampson

Type: ATS/SAMPGROUP
Then press the return key.



The LCS terminal responds with the following display:


R729.5.H4S26 SAMPSON, EDWARD E.
GROUP PROCESS FOR THE HEALTH PROFESSIONSB NEW YORK 77-23013
146396 1977 1 ADDED1 001010
01 001 16-JU STK

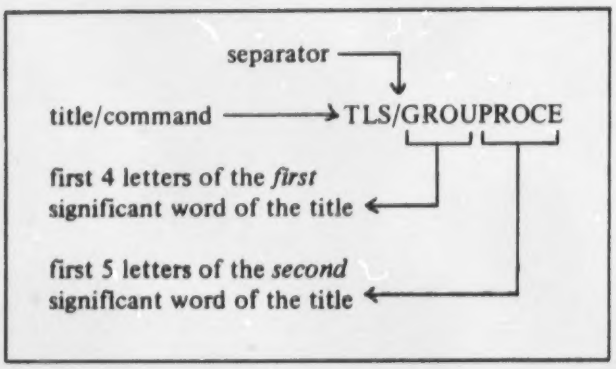
This display provides the following information:

a) R 729.5 H4 S26 is the call number of the book.
b) Edward E. Sampson is the author of the book.
c) *Group Process For The Health Professions* is the title of the book.
d) Line number 01 indicates that the copy is in the stacks and is available for borrowing.

2. The second important LCS search is the title search. To do a title search, type the command TLS/ and build a search code consisting of the first four letters of the first significant work in the title, and the first five letters of the second significant work in the title.

To find:
Group Process For the Health Professions

Type: TLS/GROUPROCE
Then press the return key


separator
title/command
TLS/GROUPROCE
first 4 letters of the *first* significant word of the title
first 5 letters of the *second* significant word of the title

When there is more than one match to the search code, the LCS terminal responds with a display like the sample shown at the bottom of this page.

a) This display shows there are a total of 14 matches to the search code.
b) Next to each line, the same information is given: the author (if there is one), the title, and the date of the publication.

If more than one page is needed to display all the matches, type PG2 to see the additional pages. Always press the RETURN key after typing any search command. Pressing the RETURN key tells the computer system to process your search.

Following a display such as the one shown above, detailed information on any one of the items can be obtained by performing a detailed search by line (DLS). To obtain detailed information on *Group Process For the Health Professions* by Edward E. Sampson,

Type: DLS/6
Then press the return key. The LCS terminal then responds with a display identical in format to that below.

Difference in the LCS System & the Card Catalog:

It should be apparent now that there are several important differences between the information in the LCS System and the information in the card catalog. LCS given the total number of copies in the Douglas Library and indicates whether each copy is available for borrowing; the card catalog does not provide this information. The LCS System is especially useful for locating specific titles.

The card catalog provides complete bibliographic information on all items; LCS gives only the author, short title, and place and date of publication. Subject searching cannot be done on LCS; subject access is provided only by the subject card catalog.

Finding Materials in Other Libraries

LCS contains far more than the holdings of the Doublas Library. Simply by adding a separator slash and a two letter code to the end of any search, it is possible to search for an item in any of the sixteen other Illinois academic libraries in the LCS System. The codes for all of the LCS terminals are posted on the terminals.

For example, if you want to find *Aural Rehabilitation Programs For Deafened Adults* by G. L. Plant in the library of Northern University,

Type: ATS/PLANAURAL/NO
Then press the return key.

When you locate an item that you need at another LCS Library, you have two options for obtaining it. If it is a circulating item, you can ask at the Circulation Desk that the item be sent to Douglas. Alternatively, you can borrow circulating items directly from

```
 PAGE 1                14 MATCHES          0 SKIPPED        CALL DISPLAYED IN 2)
 01 SHORT, JAMES F                  GROUP PROCESS AND GANG DELINQUENCY       1965
 02 SCHMUCK, RICHARD A.             GROUP PROCESSES IN THE CLASSROOM$ 3D E 1979
 03 LUFT, JOSEPH.                   GROUP PROCESSES$ :2D ED.:$ PALO ALTO,  1970
 04 DOUGLAS, TOM.                   GROUP PROCESSES IN SOCIAL WORK : A THE 1979
 05 BERGEVIN, PAUL EMILE.           GROUP PROCESSES FOR ADULT EDUCATION$ B 1951
 06 LOOMIS, MAXINE E.               GROUP PROCESS FOR NURSES$ ST. LOUIS    1979
 07 SAMPSON, EDWARD E.              GROUP PROCESS FOR THE HEALTH PROFESSIO 1977
 08                                 GROUP PROCESSES$ NEW YORK              1978
 09 CONFERENCE ON GROUP PROCESSES.  GROUP PROCESSES$ NEW YORK *
 10 LUFT, JOSEPH.                   GROUP PROCESSES$ PALO ALTO, CALIF.     1963
```

local LCS libraries. To do this, you must present a current Chicago State University ID card and your name must be on file in the LCS System. Current students are normally in the LCS file; however, it is your responsibility to make sure that your name is in this file before going to another library to borrow materials. You can ask that the LCS file be checked at the Douglas Library Circulation Desk.

Additional Information About LCS

The LCS searches explained in this chapter are the most basic ones. Information on additional types of searches or explanations about searches can be obtained by typing HELP on the terminals. Remember for additional assistance, check the instructions at the public terminal or ask a Reference Librarian.

Chapter 3

HOW TO FIND BOOKS

Chapter 3

HOW TO FIND BOOKS

Chapter 3

HOW TO FIND BOOKS

Most books in Douglas Library are shelved according to the Library Of Congress Classification System. The Library of Congress Classification is a logical system which divides knowledge into 21 major sections. Each section is designated by a letter of the alphabet. Do not worry about remembering the entire system; you will quickly learn the categories you need.

Library of Congress Classification System

A. General Works
B. Philosophy, Psychology, Religion
C. Auxiliary Sciences of History
D. History and Topography
E. American History
F. United States (Local History)
G. Geography, Anthropology
H. Social Sciences
J. Political Sciences
K. Law
L. Education
M. Music
N. Fine Art
O. Language and Literature
P. Science
R. Medicine
S. Agriculture
T. Technology
U. Military Science
V. Naval Science
Z. Bibliography and Library Science

How to Read a Call Number

Every item in the library has a unique call number which appears on that item. It consists of two parts: the LC classification number and the author number. A call number, such as RJ 560. S52, is formed in the following manner:

1) The basic subject area letter designator, such as P (Medicine), is modified when another letter, such as J, is added.
2) Numbers, such as 560, are then added to the RJ letters, and together the RJ and the 560 form the call number for handbooks on drugs.
3) The author numbers are assigned according to the author's last name. If the author of the handbook of drugs is Harry Shirkey, the complete author number would be S52. This would be added to the RJ 506 section.
4) Thus, the complete call number would be formed:

RJ
560
S52

Call numbers are written on one line in the LCS System. Remember, whether you are using LCS or the card catalog, you must copy the complete call number so that you can quickly find the book on the shelf.

Materials not in the Card Catalog

Just because you cannot find something in the card catalog does not mean it is not in the library. There are certain types of materials that are not listed in the card catalog; however, you may find some of the material by consulting the proper index. Such materials include: journal articles, short stories, essays and collected materials, and biographical material about a person in a collection of biographical sketches, and newspaper articles.

Government documents, microforms, children's literature, and curriculum materials are not listed in the card catalog but in the different departments of the library which deal with these forms of materials.

Locating Books

Douglas Library stacks are open stacks; this means that you go directly to the shelves to locate a book.

If the book you want is not on the shelf, go to the Circulation Department and give the desk attendent the call numbers. This person will inform you if the books are already checked out, missing, or have been placed on reserve in the Reserve Department.

Searches are conducted daily for missing items.

Checking out Material

Take your current, validated CSU ID and the books you want to check out to the Circulation Desk. There is no limit to the number of items that can be checked out. Books may be checked out for three weeks and renewed.

Chapter 4

ENCYCLOPEDIAS

Chapter 4
ENCYCLOPEDIAS

A general encyclopedia contains information on almost any subject. Because general encyclopedias provide introductory information to readers who are familiar with a subject they are an excellent source to use to begin research on a topic.

An encyclopedia will summarize and provide a broad overview of a subject. It may contain long detailed articles on broad subjects or shorter articles on more specific subjects. Articles often will include bibliographies which lead you to other authoritative books and articles on the subject.

The articles, written by the specialists in the field, are usually arranged by subject in alphabetical order. Some encyclopedias consist of one volume only, while others are multivolume sets. Most encyclopedias have a comprehensive index which indicates the location of information on a particular topic. Subjects can usually be found by looking directly in the volume whose letters correspond with the first letters of your topic; however, encyclopedias that arrange subjects under broad topics are better approched through the indexes because some subjects are covered under several topic headings.

Two excellent general encyclopedias are:

Encyclopedia Americana Ref. AE 5.E333

The *Americana* is an outstanding general encyclopedia with the emphasis on North America. For the most part, articles are short and treat specific subjects, although longer articles on broader subjects are included.

Encyclopedia Britannica Ref. AE 5.E363

The *Britannica* is the most famous encyclopedia in the English language. Beginning with the 15th edition (1974), it is divided into sections. The "Propaedia" is a one-volume outline of knowledge and guidance to the *Britannica*. The "Micropaedia" consists of ten subjects. The "Macropedia" consists of 19 volumes containing long articles on broad topics.

The sample on the following page shows how the "Micropaedia" serves as an index to longer articles or to parts of an article in the "Macropaedia."

public health services 15:282, services organized and maintained by governments or communities for preventing disease, prolonging life, and promoting physical and mental health.
The text article reviews the history of public health from its beginning in antiquity; surveys the recent structure of public health and public health services, including the organizational and administrative patterns of public health services in several countries and the problems of public health services in the developing countries; and considers recent progress that has been made in the field of public health.
REFERENCES in other text articles:
antiseptics and disease prevention 1:995f
birth control as a state concern 2:1066a
British and Soviet health care 11:843c
cancer prevention potential 3:764f
civil engineering in urban planning 4:636a
dental disease prevention and treatment 5:595b
disease control by early detection 5:693f
drug abuse and addiction medical approaches 5:1051d
ecological implications of technology 6:199e
economics of health and disease 5:690b; tables 692
elderly people and programs through history 13:551b
epidemics and poor sewage system 16:583d
eugenics awareness and research 6:1024a
health insurance types and coverage 9:653b
health legislation history 5:693b
history of medicine in Europe 11:831a
hospital operating costs 5:1115a
inadequate refuse disposal methods dangers 15:573e
India's population control program 9:288f
industrial medicine applications 9:528g
Japanese health services 10:53b
legal protection for working classes 10:572g
medical practice 11:847a
mental health care and programs 11:910g
nursing care importance 13:397d
1. Subject in bold-face type
2. Volume and page of "Encyclopedia" where a comprehensive article on this topic can be found
3. References to the subject in other articles in the "Encyclopedia"

There are also subject encyclopedias designed to provide information to persons who are specialists in a subject field or who are seeking to develop such expertise. The articles in these specialized encyclopedias are written by scholars in the terminology of their field, and either cover subjects in far more depth than do general encyclopedias, or include specialized technical or theoretical topics which cannot be found in general encyclopedias.

Bibliographies in specialized encyclopedias are fairly extensive surveys of the scholarly literature in a particular area. These bibliographies help the researcher quickly find additional materials on the topic being researched.

A few specialized encyclopedias are listed below:

Andelman, Samuel L. *The New Home Medical Encyclopedia.* New York: Quadrable Books, Inc. 4 vols. Ref. RC 81.A2 A53

Miller, Benjamin F. *The Complete Medical Guide.* New York: Simon & Schuster, Ref. RC 81. M66 1967

Miller, Benjamin, F. *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health.* Philadelphia: Saunders Co. Ref. R 121.M65 1978

Fishbein, Morris, ed. *The New Illustrated Medical and Health Encyclopedia,* Ref. R 121.N32

The Encyclopedia of Mental Health. New York: Franklin Watts, Inc. Ref. RA 790E56

Family Health Encyclopedia. Philadelphia: JB Lippincott. Ref. RC 81.A2F35

Wolman. Benjamin B., ed. *International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, & Neurology.* New York: Aesculapius Publishers. Ref. RC 334.157 12 vols.

International Family Health Encyclopedia. Los Angeles: AFE Press. Ref. RC 81.A2 157 21 vols.

Chapter 5

BIOGRAPHICAL SOURCES

Chapter 5
BIOGRAPHICAL SOURCES

When you are studying a person's ideas, knowing something of the life and background of the person may add insight into the person's views. Encyclopedias, periodical indexes, and the subject card catalog are good places to find this type of information; however, there are specialized biographical sources which condense facts about the careers and achievements of important men and women.

The major general biographical sources are listed below. You will notice that some of these biographical sources are retrospective, (meaning they are devoted to famous persons of the past) while other sources include only living persons.

Biography Index — Located on Index Tables in the Reference Department

This source indexes biographical material appearing in books, parts of books, or journal articles. People of all times and all nations are included. Also contained in each volume is an "Index to Professions and Occupations" which lists the names of famous people in different occupations.

Current Biography — Ref. CT 100. C8

This publication contains brief articles about living persons who are currently in the news. The articles include references for further information. It is published monthly with annual cumulations. There is a cumulative index for 1940 through 1970, and the annual volumes contain cumulative indexes for specific decades.

Dictionary of American Biography — Ref. E 176.D562

The *D.A.B.* provides long scholarly articles on prominent Americans who died prior to 1930. Supplements extend the coverage to 1950.

Dictionary of National Biography — Ref. DA 28.D47

The British counterpart of D.A.B. Coverage, with supplements, includes famous inhabitants of Great Britain from the beginning of recorded history up to persons who died before 1960.

Who's Who in America — Ref. E 176.W642

This source contains factual data on prominent living Americans. The information includes professions, place and date of birth, achievements, and current home address. The British publications, *Who's Who*, concentrates on people living in Great Britain.

There are also biographical sources which focus on people in specific occupations and concentrate on their attainments. Such biographical sources exist for a very wide variety of specialized fields. Examples of a few in the health science fields are:

American Medical Directory Chicago: American Medical Assoc., 1906 - current

Lists physicians by geographic location and by name. About 371, 000 biographical entries.

American Men & Women of Science New York: Jaques Cattell Pr./Bowker, 1971 - current

Over 150,000 entries of physical and biological sciences personal biographies. Criteria for inclusion are achievement, quality of research as evidenced by publication or judgement of peers, or attainment of position.

Additional biographical sources may be found through the subject section of the card catalog or by asking for help at the Reference Desk.

Chapter 6

PERIODICAL INDEXES & THE SERIALS HOLDINGS LIST

Chapter 6

PERIODICAL INDEXES & THE SERIALS HOLDINGS LIST

Scholarly journal articles are frequently the best source for current information on a subject. The information found in such articles is often more current than that found in books, and may be the only source of information on certain contemporary topics. Older scholarly journal articles can be used to gain historical information and perspective on subjects.

Indexes to periodical articles are usually arranged by subject. For each article, the index will give the title and the author of an article, the name of the journal in which the article can be found, and the volume number, page number, and the date of the journal article.

Indexes vary in the extent of subject coverage; some indexes cover a more broad range of subjects, while others are more specific and subject-oriented. The sample on the next page is from one of the major indexes of the health science fields: *The Cumulative Index to Nursing and Allied Health.* It is important that you understand how to use *The Cumulative Index to Nursing and Allied Health* because many of the periodical indexes you will be using are arranged the same way.

How To Use A Periodical Index

This example is from *The Cumulative Index to Nursing and Allied Health Literature.* To find a journal article on a particular subject, such as hospital standards, look under the subject. Remember that a person can be treated as a subject *if* articles have been written about him.

HOSPITALS--UNITED STATES

How to use the career planning guide (Brady R) IMPRINT 1980 Oct; 27: 26-91

Large hospitals surveyed: trends revealed (Murphy JS) NURS HEALTH CARE 1980 Jul/Aug; 1: 34-9+

HOSPITALS--HISTORY --GREAT BRITAIN

Some London Hospitals: St. Bartholomew's Hospital (Barr MB) LAMP 1980 Jun; 37: 59-61

Guy's Hospital (Barr MB) LAMP 1980 Aug; 37: 49-51

St. Thomas's Hospital (Barr MB) LAMP 1980 Aug; 37: 51-2

HOSPITALS--STANDARDS

Conditions of participation of hospitals in the Medicare and Medicaid programs: proposed rules (Porte P) AARTIMES 1980 Sep; 4: 16-7+

a. Under the subject heading, **HOSPITALS–STANDARDS,**
b. the information tells you that the title of the article is "Conditions of Participation of Hospitals in the Medicare and Medicaid Programs: Proposed Rules."
c. The information includes the author's name, in this case, P. Porte.
d. The article appeared in the journal, ***AARTIMES,***
e. in the September, 1980 issue,
f. which is in volume 4 of ***AARTIMES,***
g. on pages 16-7+ (the + indicates that the article is longer then just two pages.)

Indexes commonly use abbreviations for the names of the journals indexed. To locate a journal in the library you must know its complete, correct title. The exact title of a journal can be found in the list of abbreviations, which usually can be located in the front of the periodical index you are using.

A

AANA J
AANA Journal: The American Association of Nurse Anesthetists (Formerly Journal of the American Association of Nurse Anesthetists)
AANNT
AANNT Journal: The American Association of Nephrology Nurses and Technicians Journal
AARN NEWSL
AARN Newsletter. Alberta Association of Registered Nurses
***AARTIMES**
AARTimes: American Association for Respiratory Therapy: Official Publication of the American Association for Respiratory Therapy ← Complete Title of Journal in which Article Appears
AJOT
AJOT: American Journal of Occupational Therapy. Official Publication of the American Occupational Therapy Association (Formerly The American Journal of Occupational Therapy)
ALA NURSE
Alabama Nurse. Alabama State Nurses' Association
ALASKA NURSE
Alaska Nurse. Alaska Nurses' Association
***ALLIED HEALTH BEHAV SCI**
Allied Health and Behavioral Sciences. The University of Wisconsin-Milwaukee, School of Allied Health Professions
***ALUMNAE MAG (NY)**
Alumnae Magazine. Columbia University-Presbyterian School of Nursing Alumnae Association
***ALUMNI MAG**
Alumni Magazine. John Hopkins Nurses' Alumni Association
***AMBULANCE J**
Ambulance Journal
***AM BABY**

The Cumulative Index to Nursing and Allied Health is an excellent source in which to find reviews of books in these subject fields. The book reviews are listed alphabetically by author. There is also an index which lists audio-visual materials (films, filmstrips, cassette tapes, and other related materials). These are arranged by issuing agency, such as the National Institute of Dental Research.

Two other major indexes in the health science fields are: *Cumulative Index Medicus and International Nursing Index*. They both are organized in a similar manner to *The Cumulative Index to Nursing and Allied Health.*

Biological Abstracts which covers the journal literature, and its companion publication, *Biological Abstracts/ RRM* which covers Reports, Reviews and Meetings can be used in two ways: to browse by using the subject index, or to actually locate an abstract. There are several indexes for *Biological Abstracts:* the author index; the biosystematic index; the generic index; the concept index; and the subject index. Two of the indexes, the concept index and the subject index will be explained here:

The Subject Index is used to find abstracts from specific words appearing in the title or text of an article *Keywords* are located in the center of the column. Subject context words are found to the right and left of each keyword.

SUBJECT INDEX (Specific Words)

SUBJECT CONTEXT	ALPHABETIC POSITION ▼KEYWORD	REF. NO.
GHT/ THE EFFECTS OF	CHLORINE POLLUTION ON GROWTH	23330 ◀
TOBACTER/ EFFECT OF	SUBSTITUTION ON THE	26575
LORINE POLLUTION ON	GROWTH AND RESPIRATION RATES	23330 ◀
GERMINATION RADICAL	BARRIER TEMPERATURE C	27304

STEPS FOR SEARCHING:

1. Determine the subject words to be searched.
2. Locate words alphabetically in the keyword position.
3. Consult entries to the left and right of the keyword position.
4. Using reference numbers, consult BA abstracts.

The Concept Index is used to find abstracts relating to broad subject areas of biology. Each item is listed by reference number under all *Major Concept* headings which are appropriate.

CONCEPT INDEX (Broad Subject Concepts)

CONCEPT HEADING

ECOLOGY—ANIMAL

23330 ◀	23545	24002	24009	24121	24332
24339	24676	24688	24901	24911	24987

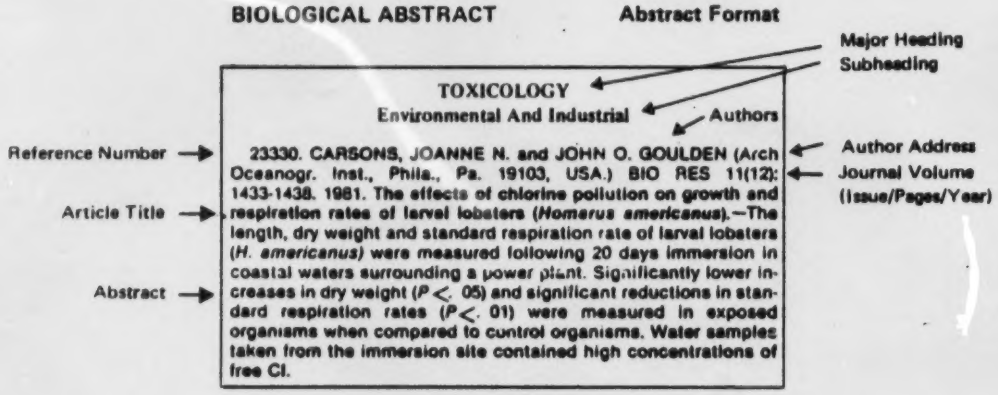
INVERTEBRATA, MORPHOLOGY, PHYSIOLOGY AND PATHOLOGY-CRUSTACEA

23330 ◀	25874	25887	25902	25918	25987

STEPS FOR SEARCHING:

1. Select appropriate Concept Heading and Subheading.
2. Locate heading in alphabetic position; reference numbers are found in ascending numeric sequence.
3. Using reference number, consult BA abstracts.

BIOLOGICAL ABSTRACT — **Abstract Format**


Major Heading
Subheading
TOXICOLOGY
Environmental And Industrial
Authors
Reference Number
23330. CARSONS, JOANNE N. and JOHN O. GOULDEN (Arch Oceanogr. Inst., Phila., Pa. 19103, USA.) BIO RES 11(12): 1433-1438. 1981. The effects of chlorine pollution on growth and respiration rates of larval lobsters (Homarus americanus).—The length, dry weight and standard respiration rate of larval lobsters (H. americanus) were measured following 20 days immersion in coastal waters surrounding a power plant. Significantly lower increases in dry weight ($P < .05$) and significant reductions in standard respiration rates ($P < .01$) were measured in exposed organisms when compared to control organisms. Water samples taken from the immersion site contained high concentrations of free Cl.
Author Address
Journal Volume
(Issue/Pages/Year)
Article Title
Abstract

Psychological Abstracts is another specialized abstract which will be revelant to certain areas of the health sciences. It lists books, journals articles, technical reports, and each abstract is signed. There is a cumulative subject and author index to *Psychological Abstracts* from 1927 through 1971.

Serials Holdings List

To determine if Douglas Library owns the periodical you want, look in *Serials Holdings List*, which is a computer printed list of periodicals. Copies of this list are kept at the Reference Desk and in the Current Periodicals Room. All magazines, scholarly journals, and continuing publications held by Douglas Library are listed alphabetically in the *Serials Holdings List*. This list gives the volumes and the dates of the periodicals which are owned by Douglas Library.

The sample below indicates that Douglas Library has "Public Health Reports" from volume 70 through volume 85, or the years 1955 through 1970. Then we continue again with volume 70 (1975) through the present. However, looking at the *Serials Holdings List* carefully, we see that with volume 86 the title was changed to "H.S.M.H.A. Health Reports", and then with volume 87 through 89 the title was again changed to "Health Services Reports", so, the library does have all volume from volume 70 (1955) through the present.

PUBLIC HEALTH REPORTS

v70 (1955) - v85 (1970)
v90 (1975) - CURRENT
v86 Titled - HSMHA Health Reports
v87 - 89 Titled - Health Services Reports

How to Locate a Periodical

Periodicals are kept in a number of formats at Douglas Library. Current periodicals (usually those of the current year and which are as yet unbound) are on open shelves in the Current Periodicals Room. These journals cannot be taken from this area; however, there is a copying machine in the Current Periodicals Room.

Once a complete series of a periodicals has been received by the library, all of the issues which make up one volume (usually six months to one year) are bound together in a book format. These are found in the Bound Periodicals Section of the library.

Sometimes all volumes or some volumes of a periodical title are held in microform. *The Serials Holding List* indicates when volumes are in the Microform Room. Consult the library floor plans or ask at the Reference Desk if you need help locating the Current Periodicals Room, Bound Periodicals Section, or the Microform Room.

Chapter 7

NEWS INDEXES

Chapter 7
NEWS INDEXES

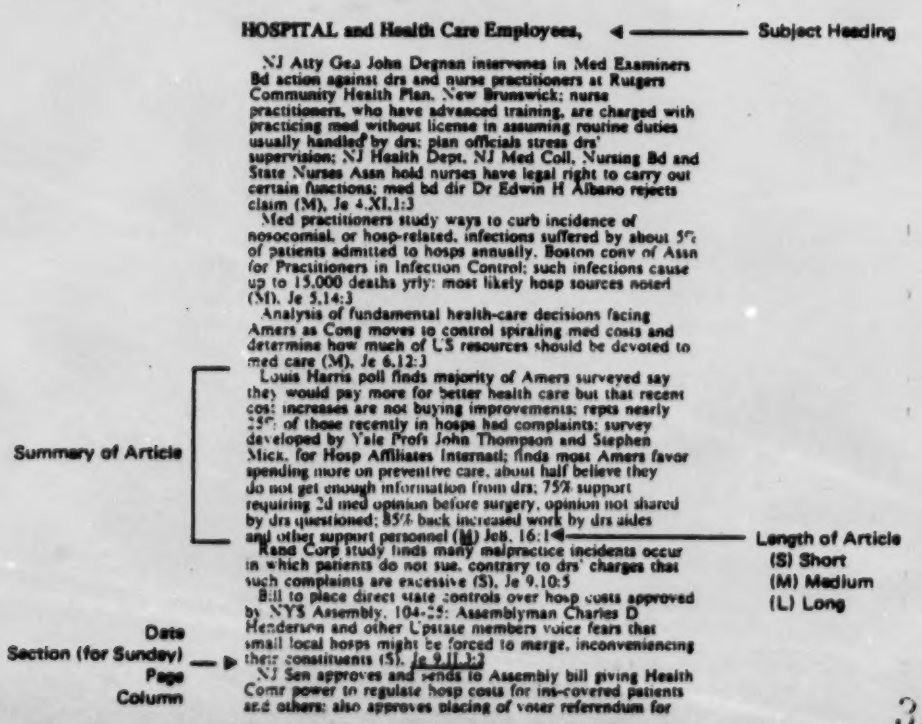
Newspapers are sources of much information not found elsewhere. They contain the most current coverage of news events and personalities, as well as local or regional issues and events not covered in other sources. Older issues provide an excellent record of past events and opinions. In most cases, older issues of newspapers will be found only on microfilm at the Douglas Library. The *Serials Holdings List* indicates when a title is held in microform.

Indexes exist for some of the major newspapers in the United States. These are useful, not only for finding an article in a particular paper, but also for pinpointing the date on which an event happened. Once the date is known, information in other newspapers can be located as well.

New York Times Index. 1851 - to date

The extensive coverage of national and international events by the *New York Times* makes its index extremely valuable. The *New York Times* is also noted for accurate and lengthy obituaries, which makes it a good source for biographical information, and for publication of the complete texts of important documents and speeches.

The arrangement, as with most newspaper indexes, is alphabetical by topic, with a chronological arrangement under each topic. The article is summarized and exact reference is given to the date, page and column of the *New York Times*. The year is evident from the year of the index volume you are using. "See also" references suggest other subject headings under which additional articles on your topic are listed. The sample below identifies important features of the *New York Times Index*.


HOSPITAL and Health Care Employees,
Subject Heading
NJ Atty Gen John Degnan intervenes in Med Examiners Bd action against drs and nurse practitioners at Rutgers Community Health Plan, New Brunswick; nurse practitioners, who have advanced training, are charged with practicing med without license in assuming routine duties usually handled by drs; plan officials stress drs' supervision; NJ Health Dept, NJ Med Coll, Nursing Bd and State Nurses Assn hold nurses have legal right to carry out certain functions; med bd dir Dr Edwin H Albano rejects claim (M), Je 4.XI.1:3
Med practitioners study ways to curb incidence of nosocomial, or hosp-related, infections suffered by about 5% of patients admitted to hosps annually, Boston conv of Assn for Practitioners in Infection Control; such infections cause up to 15,000 deaths yrly; most likely hosp sources noted (M), Je 5.14:3
Analysis of fundamental health-care decisions facing Amers as Cong moves to control spiraling med costs and determine how much of US resources should be devoted to med care (M), Je 6.12:3
Louis Harris poll finds majority of Amers surveyed say they would pay more for better health care but that recent cost increases are not buying improvements; repts nearly 25% of those recently in hosps had complaints; survey developed by Yale Profs John Thompson and Stephen Mick, for Hosp Affiliates Internatl; finds most Amers favor spending more on preventive care, about half believe they do not get enough information from drs; 75% support requiring 2d med opinion before surgery, opinion not shared by drs questioned; 85% back increased work by drs aides and other support personnel (M) Je8, 16:1
Summary of Article
Length of Article
(S) Short
(M) Medium
(L) Long
Rand Corp study finds many malpractice incidents occur in which patients do not sue, contrary to drs' charges that such complaints are excessive (S), Je 9.10:5
Bill to place direct state controls over hosp costs approved by NYS Assembly, 104-25; Assemblyman Charles D Henderson and other Upstate members voice fears that small local hosps might be forced to merge, inconveniencing their constituents (S), Je 9.II,3:2
Date
Section (for Sunday)
Page
Column
NJ Sen approves and sends to Assembly bill giving Health Comr power to regulate hosp costs for ins-covered patients and others; also approves placing of voter referendum for
26

Chicago Tribune Index. 1972 - to date

For local and regional events the *Chicago Tribune Index* is a valuable tool. All news stories (including those on national and international events) are indexed either in the subject index or the personal name index. Both subject index and personal name index are arranged alphabetically. News articles on a subject or a person are then listed chronologically. Citations of articles are similar to those in the *New York Times Index*: month, date, year, section, page, and column numbers are given.

Facts On File 1946 to date

Although not an index to any one newspaper, this is another good source of information on current events. *Facts On File* briefly summarizes national and international news events; it is issued weekly with a cumulative subject index, which should be consulted first. The year is known from the date of the volume. Each page has three verticle columns and is divided into seven horizontal sections. (A,B,C,D,E,F,G,).

MEDICINE ◄——— **Subject Heading**

U.S. Canada health care costs compared 7-16, 562C3
Cuban, Haitian, refugee funds budgeted 8-13, 617E1
Mental health authrzn clears Cong 9-24 9-30, signed 10-7, 803E3
Food Contamination–*See FOOD–Contamination Issues*
Genetics–*See GENETICS*
Handicapped–*See HANDICAPPED*
Heart & Lungs
Molsidomine rptd effective vs angina 1-3, 24B1
Lung cancer among women rptd up 1-14, 40C2 ◄——— **Page, Section, Column**
Life span changes rptd 1-19, 63B1
TB vaccines rptd ineffective 1-20, 63D1
Heart attack survival aided by gout remedy 1-31, 159C2
US dietary guidelines issued 2-4, 157A3
Pneumonia linked to VD 2-5, 158B1
Airline ozone measures rptd 2-12, 159A1
Exercise, reduced heart attack risk linked 2-14, 159E1

By looking first in the subject index (shown to the left in the example) you will find information on *Lung Cancer in Women*; the summary is found on page 40, section C, column 2.

In one case, Gandhi and three others had been accused of harassing four government officials who were seeking information about efforts by her son, Sanjay, to design and build a small car. In the other case, Gandhi and former police officials were accused of illegally detaining eight critics of her rule.

In dismissing the charges, the judge said he had no jurisdiction in the two cases. □

Foreign News Briefs

Czechoslovakia. Jiri Lederer, a prominent human rights activist, Jan. 13 was reported to have been released from prison. He had been sentenced in October 1977 for his activities with the Charter 77 human rights group. According to reports, he had suffered from ill health in prison and had been treated only after protests by supporters elsewhere in Czechoslovakia and in the West. [See 1977, p. 812C1] □

Ethiopia. Eritrean guerrillas claimed to have won a major battle against Ethiopian government troops in December 1979 in the northeastern section of the province. They said the Ethiopian forces, numbering 20,000, were forced to retreat from several garrisons.

According to press reports Jan. 12, Soviet ships had to evacuate Ethiopian troops from Nakfa, the only major Eritrean town still in rebel hands. Eritrean rebels said the 13-day battle left 5,000 Ethiopian soldiers killed, wounded or captive. As a result, the Ethiopian government reportedly had decided to abandon its offensive, launched in the summer of 1979, to retake the coastal province completely. [See 1979, p. 790F3] □

MISCELLANEOUS

Medicine & Health

Rise in Lung Cancer among Women. The U.S. surgeon general said Jan. 14 that lung cancer among American women was increasing sharply and that within three years could become the leading cancer killer of women, exceeding breast cancer. [See p. 23D3]

The surgeon general also said that women who smoked were as susceptible as men to the health hazards of smoking.

The findings were contained in a 400-page report to Congress, the first by the surgeon general to deal exclusively with the health risks of cigarette smoking for women.

Said the report: "This report points out that the first signs of an epidemic of smoking-related disease among women are now appearing. Within three years, the lung cancer rate is expected to surpass that of breast cancer" as the leading cancer peril to women.

The report also said that pregnant women who smoked ran increased risks of health problems. These problems could include spontaneous abortions, fetal and neonatal death and infants of less than average birth weight. Pregnant women who smoked could also adversely affect the long-term physical growth and intellectual development of their children.

Said the surgeon general, Dr. Julius Richmond: "Cigarette smoking, an early sign of woman's social emancipation, is now a major threat to her personal health and her ability to bear healthy children."

The report said the rate of fetal deaths and premature live births increased in direct proportion to maternal smoking

When you turn to page 40, section C, column 2, you will find the summary:

Chapter 8

GOVERNMENT DOCUMENTS

Chapter 8
GOVERNMENT DOCUMENTS

Chicago State University has been a partial depository for federal documents since 1954. In 1972 the Documents Center became a separate department in Douglas Library.

All the titles received on a regular basis are selected because they are useful in supporting the curriculum and are of general interest to those using the government documents collection. All materials published by the Department of Education are received for the collection; titles published by other government agencies are selected in accordance with their relationship to courses in the curriculum.

In number of publications, those of the US government probably exceed any commercial publisher. The publications range from pamphlets to large volumes, from the popularly written to the technically prepared statistical reports on subjects such as surgical procedures for patients discharged from short-stay hospitals.

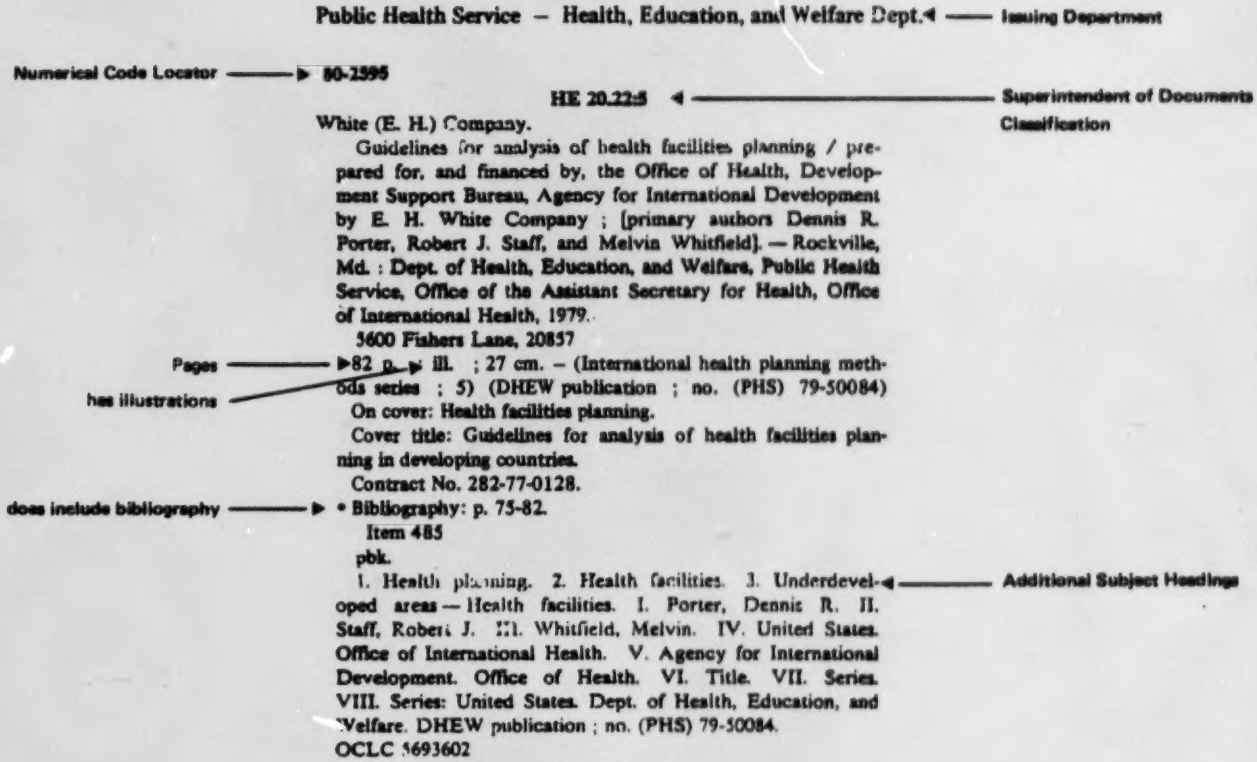
The Government Documents Department is an important area for students in the health science fields. Remember that government documents are not listed in the card catalog on the main level of the library. The Government Documents Department has its own card catalog for documents the library owns; however, there is an index, entitled *Monthly Catalog of the United States Government Publications*, which lists all document published each month. This source provides: title, subject, author, and series/report indexes. The government uses a different classification from the Library of Congress Classification (although you may find, in some libraries which have only a few documents that documents are given LC call numbers and placed on the shelves with other books) called the Superintendent of Documents Classification System.

Subject Index

Health facilities.— Finance.
A compendium of papers on health & economic development /, 80-2599
Guidelines for analysis of health sector financing in developing countries /, 80-2597

Health planning.
A compendium of papers on community health planning issues /, 80-2598
Guidelines for analysis of communicable disease control planning /, 80-2591
Guidelines for analysis of environmental health planning /, 80-2592
Guidelines for analysis of health facilities planning /, 80-2595
Guidelines for analysis of health manpower planning /, 80-2593 ◄——— NUMERICAL CODE
Guidelines for analysis of pharmaceutical supply system planning /, 80-2596

The main section of the monthly catalog of the United States Government Publications gives complete information about documents as well as information on how to obtain the document. 30


Public Health Service – Health, Education, and Welfare Dept.
Issuing Department
Numerical Code Locator
80-2595
HE 20.22:5
Superintendent of Documents Classification
White (E. H.) Company.
Guidelines for analysis of health facilities planning / prepared for, and financed by, the Office of Health, Development Support Bureau, Agency for International Development by E. H. White Company ; [primary authors Dennis R. Porter, Robert J. Staff, and Melvin Whitfield]. — Rockville, Md. : Dept. of Health, Education, and Welfare, Public Health Service, Office of the Assistant Secretary for Health, Office of International Health, 1979.
5600 Fishers Lane, 20857
Pages
82 p.
ill.
; 27 cm. – (International health planning methods series ; 5) (DHEW publication ; no. (PHS) 79-50084)
has illustrations
On cover: Health facilities planning.
Cover title: Guidelines for analysis of health facilities planning in developing countries.
Contract No. 282-77-0128.
does include bibliography
• Bibliography: p. 75-82.
Item 485
pbk.
1. Health planning. 2. Health facilities. 3. Underdeveloped areas — Health facilities. I. Porter, Dennis R. II. Staff, Robert J. III. Whitfield, Melvin. IV. United States. Office of International Health. V. Agency for International Development. Office of Health. VI. Title. VII. Series. VIII. Series: United States. Dept. of Health, Education, and Welfare. DHEW publication ; no. (PHS) 79-50084.
Additional Subject Headings
OCLC 5693602

There are many journals, reports, debates, proceedings, and documents that students will find in the Government Documents Department which will help in preparing reports and other assignments. Listed below are a few interesting items which will demonstrate the wide variety of materials available:

Healthy People: The Surgeon General's Report On Health Promotion And Disease Prevention. 1979. US Department of Health, Education, & Welfare. Public Health Service. Office of the Assistant Secretary for Health and Surgeon General. DHEW (PHS) Publication N. 79-55071. HE 20.2:H34/S

A Report On Allied Health Personnel. US Department of Health, Education, & Welfare. Public Health Services. Health Resources Administration. Prepared for the Committee on Interstate and Foreign Commerce, House of Representatives and Labor and Human Resources, US Senate. HE 20.6602:H34/10

Publications of the Bureau of Community Health Services: A Catalog. US Department of Health, Education, and Welfare. Public Health Services. Health Services Administration. HE 20.5110:P96/980

For students who are doing research for reports and papers, as well as practicing professionals in the health science fields who must constantly keep abreast of new federal laws, *Statutes at Large* will be vastly important. These volumes are housed in the Reference Department (Ref. KF 50. A24x). There is a subject index for finding the law needed. The *United States Code* and the *Federal Code*, used for the same purpose as the *Statutes at Large*, are housed in the same area in the Reference Department.

Remember that the US government also publishes journals. These journals, such as *Health Care Financing Review*, *Physical Fitness Research Digest* and *Drug Enforcement*, can only be found in the Government Documents Department.

Chapter 9

QUICK ANSWER SOURCES

Chapter 9
QUICK ANSWER SOURCES

HANDBOOKS, MANUALS, YEARBOOKS, DICTIONARIES, AND DIRECTORIES

Handbooks, manuals, yearbooks, dictionaries, and directories can all be thought of as short, quick answer sources. Often, when you are working on health science class assignments, you will need only a brief answer.

Librarians are very skilled at answering questions which require a short answer and they can save you many hours of searching. However, if you know what type of sources will give you brief answers, you will be able to save more time, because you will not have to depend on a librarian to gather your information.

In the section below only a few titles are mentioned for each type of source, but remember there are many, many more which you will want to become familiar with during the course of your studies in the health sciences.

Handbooks

Physicains Desk Reference &
Physicians Desk Reference: Radiology & Nuclear Medicine
Makes available essential prescription information on major pharmaceutical products. There is an index of name and brand name; drug classification index; product identification index, with over 1,000 tablets and capsules shown in color and actual size; product information section with over 2,500 pharmaceuticals listed by the name of manufacturer and fully described as to composition, dosage, side effects, action, etc. New and revised product information is issued in periodic supplements.

AMA Drug Evaluations. AMA Department of Drugs. Acton, Mass., Publishing Sciences Group.
Arranged in chapters and sections based on therapeutic classifications.

Manuals

The Merck Manual of Diagnosis & Therapy. New Jersey: Merck.
Up–to–date medical information. Related chapters grouped in 24 sections. Entries include a definition or description, etiology symptoms and signs, diagnosis, prognosis and treatment. There are 96 tables and 57 illustrations included.

ICD–9–CM (The International Classification of Disease. 9th Revision Clinical Modifications) Ann Arbor; Commission on Professional and Hospital Activities, 1981.
In three volumes: *Diseases Tabular List; Diseases Alphabetical List; and Procedures Tabular List and Alphabetical List.* By using this list clinicians, medical record administrators, hospital and health services adminstrators, health planners, PSRO's and health statisticians will be using a common classification for disease and related entities across the country.

Manual of Clinical Dietetics. Edith Moran, editor. 2nd ed. Saunders, 1981.
This practical manual provides a standardized source of diets and terminlolgy for all health professions involved in a coordinated plan of patient nutrition therapy. Coverage spans all stages of dietary management.

Directories

Allied Medical Educational Directory. Chicago: American Medical Assoc.
A chapter is included on each of the 25 organizations for allied medical occupations for which the Council on Medical Education and the collaborating organizations approve medical education courses.

Medical and Health Information Directory. Anthony Kruzas, ed. Detriot: Gale Research
A list of state, national, international associations, state and federal government agencies, US and foreign medical schools, journals, newsletters, review serials, abstracting services, publishers, prizes and awards, consulting organizations, audiovisual services, research centers, and libraries and information centers.

Dictionaries

Stedman's Medical Dictionary. Baltimore: Williams & Wilkins.
A standard dictionary for medicine and the health sciences: includes medical etymology with a comprehensive "root word list". There are 31 color plates showing muscles, nerves, etc. and 110 tables.

Medical Terminology from Greek and Latin. Sandra Patterson & Lawrence Thompson. Troy, New York: Whitson Publishing Co.
In order to understand signs, symbols, and words in scientific literature, it is essential that students in medicine and health science fields be able to read and understand letters and whole words in Greek, because at one time that language dominated the world's scientific literature. Therefore, there is a Greek alphabet included, with Roman equivalents, and Greek and Latin words in the original. This dictionary will provide etymological insight and understanding of medical terminology.

Yearbooks

Yearbook of Medicine. David Rodgers, ed. et al. Chicago:
Yearbook Medical Publishers
Significant advances in medicine described which introduced new diagnostic and therapeutic procedure; useful for treating conditions seen frequently. A discussion and summary of the year's literature in medicine.

Chapter 10

TERM PAPER RESEARCH STRATEGY

Chapter 10
TERM PAPER RESEARCH STRATEGY

Now that you have been introduced to some of the types of materials available in Douglas Library and know how to use examples of each type, you should be able to make effective use of the library for writing a term paper or report. However, you will still need a basic research plan which will help you utilize your knowledge and skills.

After you select the subject on which you wish to write a report, your research strategy should include the following steps:

a) Use an encyclopedia, to define and give an overview of the subject. The overview should also point out other sources of information to you that will be useful. The bibliographies included in an encyclopedia will provide a list of books and articles which are standard works on the subject. College level research requires the use of authoritative, up to date material by qualified authors. (For a review, see Chapter Four).

b) Check the subject catalog under appropriate subject headings to locate material available on your subject. Also check the other subject headings listed at the bottom of the card for additional leads to material in the subject catalog. (For a review, see Chapter One).

c) Find periodical articles on your subject by looking in periodical indexes. Check the *Serials Holdings List* to make sure that Douglas owns the periodicals you will need. (For a review, see Chapter Six).

Other steps which may be useful to you:

d) Consult biographical reference sources (For a review, see Chapter Five).

e) Find newspaper articles on your subject by using news indexes. (For a review, see Chapter Seven).

Scholarly books and periodical articles always provide a bibliography of the sources which were consulted. Once you locate a book or periodical article especially relevant to your topic, be sure to use the bibliography (usually placed at the end of an article or book) to build your own list of sources. Keep in mind that the LCS System can be used to locate specific books at Douglas and many other academic libraries in Illinois. Remember that specific sources exist for almost every subject field.

Organizing Information: Note Cards

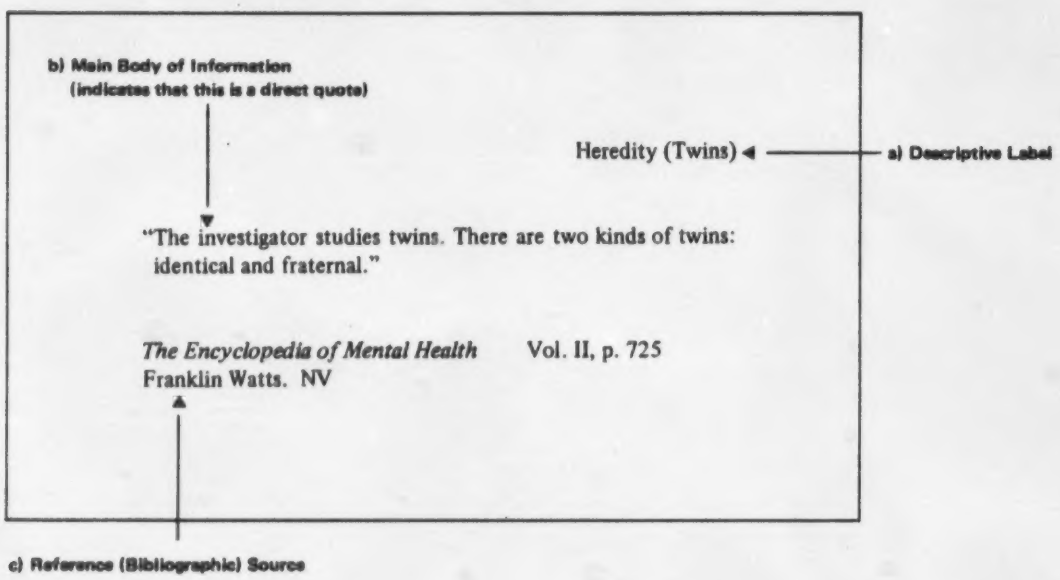
To make your search efficient, you will need to organize all the information you find. The most common way of doing this is to write the information on 4 x 6 note cards. You should restrict each card to one item and source of information. The items of information that must appear on each card are:

a) A Descriptive Label: When you are ready to begin writing your paper or report, you will be able to quickly put all the cards in each category together by using the descriptive labels which you have assigned.

b) The Main Body of Information: Here it is important that you indicate the "type" of note you are taking, so that when you are writing your papers you will know what needs to be footnoted. Many of your notes will be your own opinion; others will be a paraphrase of what other writers have said about your subject (this means that you put something into your own words); and, direct quotations. Put quotation marks to indicate a direct quote as you are taking notes, because it will be impossible to remember what someone else wrote and what you have put into your own words.

c) Reference Source: It is important that you correctly record all the bibliographic information because you will write your footnotes from these cards.

SAMPLE NOTE CARD


b) Main Body of Information
(indicates that this is a direct quote)
Heredity (Twins)
a) Descriptive Label
"The investigator studies twins. There are two kinds of twins: identical and fraternal."
The Encyclopedia of Mental Health Vol. II, p. 725
Franklin Watts. NV
c) Reference (Bibliographic) Source

Why Footnote?

A footnote is simply a note to the reader telling where you obtained the information you are presenting and giving credit to that source. To fail to give credit to another for an idea which is not your own is called "plagiarism".

A footnote is usually placed either at the bottom (foot) of a page or at the end (endnotes) of the paper. Regardless of where they are placed, footnotes are numbered consecutively throughout the paper. Within the text of the paper, attention is called to the footnote by placing an Arabic numeral slightly above the line at the end of the statement to be documented.

There are several different types of footnotes. The type you will be primarily concerned with is the citation footnote. Citation footnotes are used for quotations and opinions that are not your own. (See example below)

SAMPLE FOOTNOTE

[1] Benjamin F. Miller and Claire Brackman Keane, *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health* (New York: W.B. Sanders, 1978), p. 86.

You will notice that the footnote form is different from that of the bibliography form. In the footnote the author's name is in its normal order and is not reversed as in the bibliography; the name of the publisher, place of publication, and the date are put in parentheses; and only the specific pages used in the quotation or reference appear.

Preparing the Bibliography

The bibliography is a list of all the sources (newspapers, books, serials, interviews, periodical articles, films, etc.) that you have used to gather information about your subject, and that were helpful in adding to your knowledge in writing the paper or report.

As you prepare notes from each source you should write the complete and correct bibliographic information on a separate 3x5 card. These should be filed alphabetically by author. Many of the same sources in your bibliography will be used in your footnotes also.

SAMPLE BIBLIOGRAPHIC FORMAT

Miller, Benjamin F., and Keane, Clair Brackman. *Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health.* New York: W.B. Sanders, 1978.

There are many different forms of bibliographies, just as there are different forms and types of footnotes. For more information on writing a paper, preparing an outline, footnote, and bibliography, the following books are recommended. All can be found in the Reference Department of Douglas Library.

* Berry, Ralph. *How To write a Research Paper.* New York: Pergamon Press, 1969.
  Ref. LB 2369 .B38 1969

Campbell, William Giles and Stephen Vanghan Ballou. *Form and Style: Theses, Reports, Term Papers.* 5th ed.
London: Houghton Mifflin Co., 1978 Ref. LB 2369. C3 1978

* Canavan, P. Joseph and Lawrence D. Parker. *The Library Research Paper.* Dubuque, Iowa: Brown & Co., 1965.
  Ref. LB 2369 .C33

* Turabian, Kate L. *Student Guide For Writing College Papers.* Chicago: The University of Chicago Press, 1976.
  Ref. LB 2369 .T82 1976

*Included in this book is a sample term paper.

ASSIGNMENTS

Assignment One
CARD CATALOG

The *Library of Congress Subject Headings* (the two large red volumes kept at the Reference Desk) enable you to make a listing of all the possible headings in the subject card catalog which can be used to find information on a specific topic. The following excerpt from the *Library of Congress Subject Heading List* is reproduced below in order to test your ability to use this source.

Hospital, Military *(Indirect) (UH460-485)*
sa First aid in illness and injury
also subdivisions Hospitals, charities, etc. and Medical and sanitary affairs under names of wards and campaigns, e.g. US - HISTORY - Civil WAR - Hospitals, charities, etc.
x Field Hospitals
Hospital Service (War)
Hospitals, Field
Military Hospitals
xx Medicine, Military
Military art and science
Surgery, Military
Veterans - Medical Care

1) A related or more specific term used for HOSPITALS, MILITARY that might be found in the subject card catalog is:
   a) Field Hospitals
   b) US - History - Civil War - Hospitals, charities, etc.
   c) Military Hospitals
   d) Military art and science

2) A more general term under which information on this subject might be found in the subject card catalog is:
   a) Military Hospitals
   b) Medicine, Military
   c) Hospital Service (War)
   d) US - History - Civil War - Medical and sanitary affairs

3) A term not used as a subject heading is:
   a) Field Hospitals
   b) Medicine, Military
   c) Surgery, Military
   d) First aid in illness and injury

Looking in the subject section of the card catalog under the heading HEALTH EDUCATION you find that the library has a book on that subject written by Helen Leslie Coops.

4) What is the title of that book?
   a) *Health education in elementary schools*
   b) *Health in public schools today*
   c) *Invitation to healthy living*
   d) *Your child can be healthy*

5) What is the call number?
   a) LB 229.L62
   b) LB 1588.U6 C6
   c) LB 152.U9 H3
   d) LB 8773.89 U35

Assignment Two
LCS SYSTEM

Using the LCS system, do an author-title (ATS) search to locate ***Regulation and Expansion of Health Facilities*** by Eleanor Rothenberg.

6) What is the call number?
   a) RA 384.J77
   b) RA 298.N89
   c) RA 981.N7R67
   d) RA 455.2 N27

7) How many copies of this book does Douglas Library own?
   a) none
   b) one
   c) two
   d) five

Do a title search (TLS) on the LCS system to find out whether the library has ***Health Care Administration: a guide to information sources.***

8) Who is the author of this book?
   a) Dwight A. Morris
   b) Dr. D. W. Swiss
   c) Jan Jepperson
   d) Sallye D. Smith

9) In what other libraries (beside Douglas) can this book be found?
   a) Lewis Center, DePaul
   b) Univ. of Illinois/Circle
   c) Northeastern
   d) Southern Illinois

Assignment Three
HOW TO FIND BOOKS ON THE SHELVES

The list of call numbers below are in the order in which library books would be placed on the library shelves. The following two questions are designed to test your understanding of the shelving system.

a)	b)	c)	d)	e)
R141.21 A98	R141.22 F61	R141.38 G9	R142.1 B26	R143 M61

10) A book with the call number R141 would be placed on the shelf
J72

a) before a and b
b) after d and e
c) between b and c
d) between a and b

11) A book with the call number R142.1 would be placed on the shelf
B79

a) between b and c
b) before a and b
c) between d and e
d) between c and d

Actually locate in the library the volumes with the call number Ref. Q141 A47

12) What is the title of these volumes?
a) *American men and women of science*
b) *Diction of scientific biography*
c) *McGraw-Hill yearbook of science and technology*
d) *International Critical Tables*

Assignment Four
ENCYCLOPEDIAS

You are beginning to do your research on the hospital and consult the latest edition of *Encyclopedia Britannica*.

13) What is the volume number of the "Micropaedia" that contains a short article on the subject?
a) VI
b) V
c) IV
d) VIII

14) What volume and page reference to a comprehensive "Macropaedia" article is given in the "Micropaedia"?
   a) 8: 127
   b) 8: 189
   c) 8: 243
   d) 8: 183

15) Which one of the following works is listed in the bibliography at the end of the "Macropaedia" article?
   a) *Disease Control* by Marvin J. Richards
   b) *Germs in our Environment* by Alex Scott
   c) *Germfree Life* by V. B. Silverstein
   d) *Laboratory Analysis of Germs in Space* by Dr. M. S. Steward

Assignment Five
BIOGRAPHICAL SOURCES

Using the May 1981 index of *Biography Index*, look up Henry Harris Gilson.

16) Which annual series has this person's biography?
   a) *National Cyclopedia of American Biography*
   b) *American Dictionary of Famous Men & Women*
   c) *Dictionary of American Biography*
   d) *Dictionary of British Biography*

17) According to the biography, what is or was this person's occupation?
   a) chemist
   b) biologist
   c) physican
   d) psychologist

Using the *Dictionary of American Biography*, find a biographical article on John Addison Fordyce.

18) Where was this person born?
   a) Connecticut
   b) Delaware
   c) Texas
   d) Ohio

19) One title listed in the biobliography at the end of the article is
   a) *Some Old Colonial Families of Connecticut*
   b) *The War With Mexico*
   c) *Who's who in America*
   d) *History of Delaware*

Assignment Six
PERIODICAL INDEXES

You need to find some periodical articles for your term paper. Go to the Abstracts and Indexes Section in the Reference Department where the periodical indexes are arranged alphabetically. For starters, take the volume of 25, January-February 1980 of *Nursing and Allied Health Index* and look under the subject RECORDS AND MEDICAL RECORDS.

20) How many articles are listed under this subject?
   a) twelve
   b) twenty-two
   c) seven
   d) seventeen

21) USE THE *FIRST ENTRY* UNDER THE SUBJECT HEADING TO ANSWER THE NEXT THREE QUESTIONS. Find the complete title of the periodical in which the first article appears. To do this, you must turn to the "Abbreviations of Periodicals Indexes" in the front of the volume. The complete title of the periodical is:
   a) *CVP: The Journal of Cardiovascular & Pulmonary Technology*
   b) *The Canadian Journal of Radiotherapy & Radiography*
   c) *Emergency Technician*
   d) *Legal Bulletin of Nuclear Medicine*

22) The volume number of the periodical is:
   a) 19
   b) 7
   c) 3
   d) 14

23) The periodical article begins on page
   a) 26
   b) 29
   c) 30
   d) 38

24) Use the Serials Holding List to determine whether Douglas Library owns this periodical.
   a) Yes
   b) No

Assignment Seven
NEWS INDEXES

You want to read a newspaper article about throat disease and decide to use the article cited in the 1926 volume of the *New York Times Index* (July-Sept.).

25) On what date did this article appear in the *New York Times?*
   a) July 19, 1926
   b) July 26, 1926
   c) September 3, 1926
   d) August 13, 1926

26) On what page of the newspaper did the article appear?
a) 19
b) 6
c) 47
d) 29

27 In what column of the newspaper?
a) 2
b) 4
c) 6
d) 8

Assignment Eight
GOVERNMENT DOCUMENTS

Go to the Government Documents Department of the library (upper level). Go to the September-October 1979 bound volume of *Monthly Catalog to Government Documents*. Turn to page 229 (Sept.). Look at the first citation under the subject heading AGING.

28) What is the call number of this document?
a) Y 4.Ag4/2:B62
b) Y 8.Un2/9:C41
c) H 2.Sg5/2:Y2
d) H 2.Fj7/2:B66

29) What is the title of this document?
a) *Eating for Your Health*
b) *How to Look Ten Years Younger*
c) *Treatment of High Blood Pressure in America*
d) *Preventions of Premature Aging*

30) Does this document contain
a) illustrations
b) portraits
c) charts
d) statistics

31) What does the number sequence 79-17209 mean in *Monthly Catalog to Government Documents*?
a) year document was published
b) specialized document code
c) subject code
d) citation number for locating document in *Catalog*

Assignment Nine
QUICK ANSWER SOURCES

Select the answer which you consider best answers the following questions:

32) To quickly find the name of two drugs used for the treatment of congestive heart failure, you would use:
a) *Collier's Encyclopedia*
b) *Public Health Reports*
c) *Merck*
d) *Medicine for Everyone*

33) You want information on the latest in preoperative hemodynamics and would look in:
a) *The Year Book of Medicine*
b) *Newsweek*
c) *ICD-9-CM*
d) *Medical Terminology from Greek and Latin*

34) You need a diagram of the structure formula of colchicine and would find it in:
a) *Handbook of Analytical Toxicology*
b) *Medical and Health Information Directory*
c) *AMA Drug Evaluations*
d) *Illustrated Medical Dictionary*